

**Delaware State Board of Education**  
**The Townsend Building**  
**401 Federal Street, Suite 2**  
**Dover, Delaware 19901**

**SBE Student Representative Selection Process**  
**Committee Meeting Minutes**  
**October 15, 2018**  
**WARR Building Conference Room**  
**401 Federal Street**  
**Dover, Delaware 19901**  
**DRAFT**

**I. Welcome and Objectives**

Vince Lofink called the meeting to order at 1:18p.m.

Subcommittee members present included Vince Lofink, Jon Sheehan, Lydia Massey, Emily Cunningham, Tammy Croce, and Deb Stevens.

Others present included Jenna Ahner and Rick Lane.

Vince Lofink provided background on the objectives of this meeting, which included reviewing the requirements outlined under HB455, providing context on student representation on State Boards of Education nationally, reviewing and discussing examples of similar application processes and developing a draft process and timeline to recommend to the Governor for appointing Delaware's student member.

The committee reviewed the requirements for the student member under Delaware state law.

**II. Context on Student Representation on State Boards of Education**

Jenna Ahner, Executive Director, State Board of Education, provided an overview of states that have student representation on their State Board of Education. She summarized the selection processes used by states to select their student representative.

**III. Review and Discuss Examples of Similar Application Processes**

The Committee reviewed and discussed examples of application processes from State Boards of Education in other states. The Committee also discussed similar application processes that exist for student leadership positions in Delaware.

**IV. Develop Draft Framework for Delaware's Process and Timeline**

The Committee recommended that an application process be developed. The committee discussed proposed application items including demographic information, letters of recommendation, an essay, and a signatures page.

The Committee discussed the creation of a Selection Committee to review applications, interview students, and recommend students to the Governor.

The Committee recommended that the application and selection process begin in January 2019 and

extend through spring 2019.

The Committee asked Jenna Ahner to draft a more detailed timeline and application process for discussion at their next meeting.

Vince will share an update with the State Board of Education at their next meeting scheduled for October 25, 2018.

## **V. Adjournment**

The meeting adjourned at 2:32 p.m.